



National Aeronautics and  
Space Administration  
Goddard Space Flight Center

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# ANNOUNCEMENT

**SUBJECT: PROCESSING OF FOREIGN NATIONAL VISIT REQUESTS**

Effective February 1, 2005, the procedure for processing visits requiring access of foreign national visitors, contractors, university grantees, and U.S. Citizens who are representatives of foreign entities to the Goddard Space Flight Center will be revised in accordance with NASA Procedural Requirements (NPR) 1371.2A. The International Visit Coordinator will not accept hard copy requests for Center access of foreign national visits or assignments after February 1, 2005. We are requesting that you process your foreign national visitors on the automated system during January to familiarize yourself with the system, however we will continue to accept paper requests throughout the month of January.

It will remain the responsibility of the Goddard civil servant host to initiate requests through the NASA Foreign National Management System (NFNMS) at <https://ivan.esportals.com>.

## TIME REQUIREMENTS TO PROCESS FOREIGN NATIONALS

### Non-Designated Country

20 working days to process a foreign national from a non-designated country

### Designated Country

60 calendar days to process a foreign national from a designated country. (In the upcoming NPR, the 60 calendar days will be broken down and specified as 20 working days for Center processing and 20 working days for Headquarters processing).

### NASA Exchange Visitor Program, (J-1 Visa)

90 calendar days to process a foreign national under the NASA Exchange Visitor Program (J-1 Visa).

To familiarize anyone interested in learning more on how to process a request through the NFNMS, the Security Division (Code 240) will be hosting two training sessions on January 25, 2005, in Building 8 at 9:00 a.m. to 10:30 a.m. and 11:00 a.m. to 12:30 p.m. There will be time allotted for questions and personal assistance after each training session. This training will be conducted by Ruth Almony, the NFNMS Administrator from Headquarters.

Please call 301-286-7233 to reserve your seat. If you have any questions about these training sessions, you should contact Ronald Johnson at 301-286-6859.

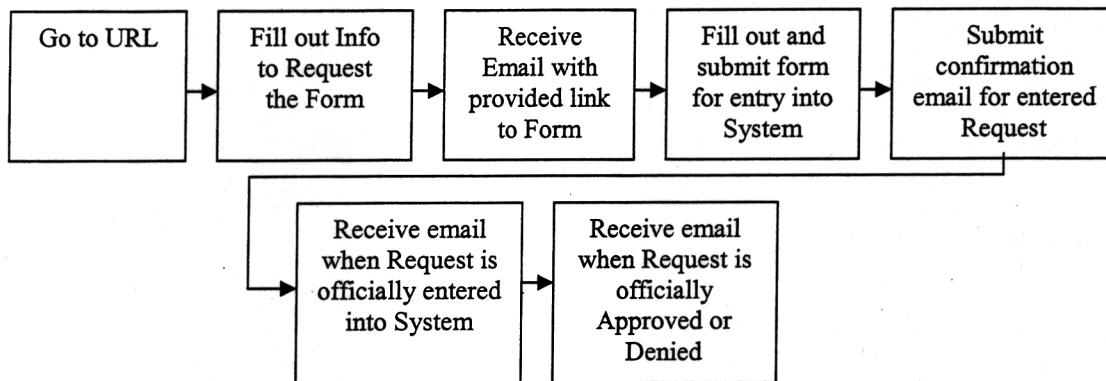
Jack L. Forsythe  
Chief, Security Division

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1. Go to <https://ivan.esportals.com> and click on the link that says, "Initiate Visit Request to HQ/Centers/JPL. (Username & Password Not Required.)"
2. All fields are required which includes the Requestor's First Name, Middle Name, Last Name, Citizenship, Email Address, Facility to be Visited and Requested Visit Type.. Click the "Get Requestor Credentials" button to initiate your RFV. *\*\*If you do not fill in your correct email address, you will not be able to complete this process.*
3. Wait for the Request Form to be emailed to the email address you listed in Step #2. If you do not get your email within a reasonable amount of time (apx 1 hour), please contact the Help Desk.
4. When you receive the email, click on the link to be directed back to the "Initiate Visit Request" screen.. Enter the email address and Request Identifier number at the bottom of the page that is given to you in your email. Click the "Edit Request" button to initiate the RFV form *\*\*You will not be able to submit the Request without these two pieces of information.*
5. Fill in all of the BLUE required fields. Click the "Submit Request" button once you have entered all the necessary information.
6. Wait for the confirmation email that will be emailed to the email address you listed in Step #2.
7. When you receive the email, click on the hyperlink stating "Yes, I wish to confirm this request." This will submit your Request for review in the NFNMS system.
8. You will receive a confirmation email when your Request has been officially entered into the NFNMS system to be approved by the appropriate authorities. *This email does NOT mean your Request has been approved!* It may take a few days to receive this email.
9. If your Request is denied entry into the NFNMS system, you will receive an email to this effect.
10. Once your Request is approved by the local International Visits Coordinator and NASA Headquarters (if necessary) you will receive a final email that tells you the Request has been officially approved.

**Contact the ESP Group Help Desk with any problems, questions or suggestions at:  
804-744-8800 or email [helpdesk@espgroup.net](mailto:helpdesk@espgroup.net)**